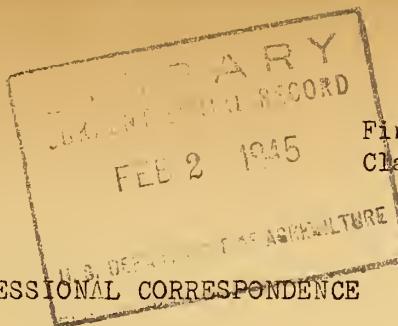


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WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION



Finance Letter No. 62
Classification 507

I. GENERAL

The Director of Distribution has determined that certain types of Congressional correspondence originating in the Office of Distribution need not be prepared for his signature.

II. FOR SIGNATURE OF THE DIRECTOR

The following types of Congressional correspondence will be prepared for the signature of the Director.

- A. Letters outlining policy or establishing a precedent.
- B. Replies to letters addressed to the Director, or the Office of Distribution, or the War Food Administration and referred to the Office of Distribution (unless specific instructions to the contrary are given by the Administrator's Correspondence Unit.)

III. FOR SIGNATURE OF THE CHIEF FISCAL OFFICER

The following types of Congressional correspondence will be prepared for the signature of the Chief Fiscal Officer.

- A. Replies to letters addressed to an individual in the Finance Division.

Finance Staff
Communications and Records
Correspondence

